



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: FIRE CAPTAIN (PROMOTION)

SALARY: \$47,692 – \$58,827

GRADE: 341

CLOSING DATE: April 25, 2003 is the last day to file an application.

POSITION: A Fire Captain supervises the activities of a fire company. Employees work a rotating shift including nights, weekends and holidays.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before June 14, 2003, eligible City employees must:

Have one year experience in the class of Fire Lieutenant in the Baltimore City Fire Department.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed the probationary period on or before the last day for filing applications are eligible to compete in this examination. The examination will consist of a multiple choice exam and a seniority rating. Candidates must pass the multiple choice exam in order to receive a seniority rating. The multiple choice exam will be weighted at 90% and the seniority rating a weight of 10%. Candidates are required to make a combined converted score of not less than 70 on a scale of 100. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will be graded, with appointment made from all candidates within the top five scores.

SCOPE OF THE MULTIPLE CHOICE TEST: The multiple choice examination is designed to evaluate each candidate's knowledge, skills and abilities in areas such as:

- Fireground and other emergency principles and procedures;
- Administration, supervision and training;
- Fire prevention and inspection.

DATE OF MULTIPLE CHOICE EXAMINATION: The multiple choice examination is scheduled for Saturday, June 14, 2003.

41213 (041502) 341 G (2) MS
KMT/mk POSTED: 4/7/03

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

CANDIDATES INDICATING THE MINIMUM QUALIFICATIONS ON THEIR APPLICATIONS WILL BE NOTIFIED WHEN AND WHERE TO APPEAR FOR THE EXAMINATION. YOU WILL NOT BE ALLOWED TO SIT FOR THE EXAMINATION UNLESS YOU PRESENT YOUR MARYLAND DRIVER'S LICENSE OR MOTOR VEHICLE ADMINISTRATION ID OR EMPLOYEE PHOTO ID CARD TO THE TEST MONITOR PRIOR TO THE TEST ADMINISTRATION.

REFERENCE MATERIAL: The multiple choice test will be based on but not limited to the following reference material:

1. Manual of Procedure, Baltimore City Fire Department.
2. Training Manual, Baltimore City Fire Department.
3. Effective Supervisory Practices, (3rd edition).
4. IFSTA – Private Fire Protection and Detection, (2nd edition).
5. IFSTA – Company Officer, (3rd edition).
6. IFSTA – Fire Inspection and Code Enforcement, (6th edition).
7. IFSTA – Fire and Emergency Services Instructor, (6th edition).
8. IFSTA – Essentials of Fire Fighting, (4th edition).
9. Rules and Regulations, Baltimore City Fire Department
10. IFSTA – Building Construction, (2nd edition).
11. IFSTA – Hazardous Materials for First Responders, (2nd Edition).



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